

**BY ORDER OF THE COMMANDER
HQ AIR UNIVERSITY (AETC)**

**AIR UNIVERSITY SUPPLEMENT 1
AFI 36-2601
19 JULY 2002**



Personnel

AIR FORCE PERSONNEL SURVEY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AU/CFAE
(Mr Stephen Harris)
Supersedes AFI 36-2601/AU Sup 1,
20 April 1999

Certified by: HQ AU/CFA
(Dr Dorothy Reed)
Pages: 3
Distribution: F

AFI 36-2601, 1 February 1996, is supplemented as follows. A star (★) indicates changes since previous edition.

- 1.3. All survey requests originating in Air University (AU) are forwarded to Academic Affairs (HQ AU/CFAE) for review and transmittal to HQ AFPC/DPSAS for approval as required.
- ★2. To request survey approval, send the following information, in electronic version (preferred) or hard copy if electronic version not available, to HQ AU/CFAE, 55 LeMay Plaza South, Maxwell AFB AL 36112-6335.
 - 2.1. The purpose and justification for the proposed research; if available, include school or organization sponsor and their point of contact.
 - 2.2. How survey results are used.
 - 2.3. Point of contact for the survey with telephone number and E-mail address.
 - 2.4. Population of interest, size of the proposed sample, and how the sample will be selected.
 - 2.5. Data collection methods (computer-administered survey (web/E-mail), mail-out survey, personal interview, telephone interview, etc.).
 - 2.6. An electronic copy of the proposed data collection instrument (survey, interview guide, questionnaire, etc.), request letter, and cover letter for the instrument are requested. This allows

for ease in communicating approval requests to agencies outside AU. If this is not possible, a paper copy will be accepted.

2.7. When and how often people are surveyed.

★2.8. (Added) (AU) Requested expiration date for the survey. Surveys are given an expiration date of no more than one year from the approval date.

★5. Upon request, AU organizations using AU or AF surveys coordinated through HQ AU/CFAE are asked to provide HQ AU/CFAE a copy (electronic version preferred) of the data/database of responses. A summarized research report or analysis based on data collected from any AU approved survey or Air Force approved survey conducted at Air University should be made available to HQ AU/CFAI upon completion of the research effort. This information becomes part of the Air University domain and will be maintained in the HQ AU/CFAE office. Filed data sets will be maintained on CD-ROM disks and made available for future research efforts. A written request to HQ AU/CFAE using guidelines in paragraph 2 of this supplement must be submitted and reviewed by HQ AU/CFAE and HQ AU/CFA before data will be released to a researcher.

7. (Added) (AU) **Responsibility for Direction of the AU Survey Program.** HQ AU/CF is responsible for providing support of the survey program by ensuring the efficient conduct of surveys in AU. To facilitate this support, the Chief Academic Officer (HQ AU/CF) appoints a survey control officer (SCO). The SCO is responsible for maintaining copies of surveys and correspondence about surveys completed by or for Air University.

8. (Added) (AU) **AU Survey Policy.** The following policies apply to surveys originating in AU:

8.1. (Added) (AU) Each AU school or organization is functional OPR for surveys.

★8.1.1. (Added) (AU) Forward survey request package for surveys of graduates, supervisors of graduates, or graduates' commanders of AU programs and courses to HQ AU/CFAE for content/structural review and transmittal to HQ AFPC/DPSAS for policy review, approval, and assignment of an Air Force survey control number (SCN). These respondents are not under control of the AU commander and therefore require coordination through HQ AFPC/DPSAS. The survey request package should contain all the information identified in paragraph 2 of this supplement.

★8.1.2. (Added) (AU) AFIT students using survey instruments for completion of thesis or dissertation requirements forward an information copy of the proposed survey to HQ AU/CFAE through AFIT/RPX. This is in addition to the requirements of AFI 36-2601.

8.1.3. (Added) (AU) Attitude or opinion surveys of Air University students, faculty, or staff conducted by Air University students, faculty, or staff at Maxwell AFB, AL, in support of local, official research projects must be forwarded to HQ AU/CFAE for review, approval and assignment of an Air University survey control number (SCN). The survey request package should contain all the information identified in paragraph 2 of this supplement.

8.1.4. (Added) (AU) Researchers external to Air University wishing to conduct attitude or opinion surveys in Air University schools must first have their survey instruments approved for use by HQ- AFPC/DPSAS. Researchers should be instructed by the sponsoring school to submit a survey request package containing all the information identified in paragraph 2 of this supplement. Send packages to HQ AU/CFAE for content and structural review and transmittal to HQ AFPC/DPSAS for policy review, approval, and assignment of a SCN. No external attitude or opinion research surveys may be conducted in Air University schools without review and approval of HQ AFPC/DPSAS.

★8.1.5. (Added) (AU) Researchers external to Air University wishing to conduct attitude or opinion surveys in Air University schools must first have their survey instruments approved for use by HQ-AFPC/DPSAS. Researchers should be instructed by the sponsoring school to submit a survey request package containing all the information identified in paragraph 2 of this supplement. Send packages to HQ AU/CFAE for content/structural review and transmittal to HQ AFPC/DPSAS for policy review, approval, and assignment of an Air Force SCN. No external sponsored attitude or opinion research surveys may be conducted in Air University schools without review and approval of HQ AFPC/DPSAS.

8.2. (Added) (AU) Authority to obtain assistance in developing and administering an approved survey such as preparing respondent lists or permission to conduct the survey must be initiated through command channels. AFIT, ACSC, AWC, CADRE, and SAAS are delegated command authority to negotiate assistance for student and faculty projects. All other AU organizations submit their requirements to HQ AU/CFAE (for student and faculty research) or through normal channels as specified in the basic directive.

ROBERT E. KRIBEL, PhD
Chief Academic Officer